UKSBS
Equity, Diversity and Inclusion
Terms of Reference
2025-26

Approved by ExCom vX.and date

1. What is the purpose of the EDI Forum?

The EDI Forum is a community of employees with passion and knowledge to develop and maintain an inclusive culture where employees can bring their whole selves to work, as well as to create an inclusive service, so that UKSBS is equitable inside and out.

2. Volunteers

Individuals who volunteer to undertake an EDI Champion role, do so on a voluntary basis and they may withdraw themselves from the role at any time without question.

3. The aims of the EDI Forum

- To foster and embed an inclusive culture across the business
- Foster a sense of community and enhance collaboration across diverse groups
- Use lived experiences to drive inclusion across the business
- To foster inclusive practices across the organisation both internally and externally, so that we are an inclusive employer as well as an inclusive service.

4. The key responsibilities of the EDI Forum members

- Ensure attendance to monthly meetings
- Support the People Team in the development of networks across the business
- Take responsibility for leading their designated network meetings
- Explore past and present EDI initiatives to learn from past experience to create a better understanding of how we can make positive impacts across the business
- Support the People Team in the development of an EDI & Wellbeing Community Hub
- Proactively work to create awareness by developing knowledge sharing opportunities, including awareness days and events via the Community Hub, intranet communications and any other applicable format
- Review polices and equality impact assessments to ensure they have been written with inclusivity at the core
- Proactively seek development opportunities and share with the EDI forum to increase knowledge within the forum
- Support training initiatives led by the People Team
- Proactively provide advice and guidance to managers and employees on how to apply an inclusive equitable approach to everyday practices
- Proactively provide advice and guidance to service delivery teams on how we can make our services more accessible and equitable, ensuring we are inclusive inside and outside
- Provide support equity and inclusion support to other support networks; ie MHFA, Wellbeing Champions
- To have an understanding of the difficulties in inclusion faced by those within a minority group

5. People Team Responsibilities

- To write and review the EDI strategy in conjunction with the Executive Sponsor, tracking progress against milestones and initiatives
- To write and review the EDI policy
- To manage the use of Equality Impact Assessments across people related policies
- To lead the EDI Forum, including leading the monthly EDI meetings and providing support to the EDI Forum members
- To use quantitative and qualitative data to recognise the minority groups in the business, ensuring we are investing in the initiatives that matter the most to our employee base
- To use quantitative and qualitative data to analyse the impact of the work carried out by the EDI Forum and across the business, mapping back to the EDI strategy and action plan

- To ensure the business remains eligible to be a Disability Confident Employer, as well as work to gain further EDI credentials
- To maintain our relationship with Inclusive Employers and feedback recommendations to the EDI Forum
- To recruit further members into the EDI Forum, ensuring the Forum has a blend of different lived experiences, expertise and skills
- To share access to opportunities to development within EDI, that would otherwise not be available
- To ensure we are building opportunities for feedback from the business such as employee surveys
- To provide an inclusion toolkit for EDI Champions to use to signposting managers and employees to for information on inclusion and accessibility

6. EDI Executive Sponsor

- Ensure that EDI initiatives and strategy align with UKSBS' business plan, overall strategy, vision and mission
- Advocate EDI and champion its importance within UKSBS, particularly at Executive and Board level
- Offer guidance and support to the People Team and EDI forum members on developing action plans, strategies, priorities and initiatives
- Secure relevant budget and resources to support EDI initiatives where required

7. Suitability

Once volunteers come forward, it is our plan to undertake a limited assessment of their skills and suitability in this role
It is for volunteers to determine if they have the capacity to deliver the expectations of the role, alongside their manager
Volunteers should have a passion for equity, diversity and inclusion and ideally be a subject matter expert in inclusion practices.

8. Managers responsibilities

It is important for managers of individuals who volunteer to be an EDI Champion to be aware of the role and supportive of the requirements, as well as ensuring that they have the resource available to fulfil their role
It is important that anyone volunteering for this role discusses it with their manager before doing so, to ensure that the resource is taken into consideration, as well as to ensure that the volunteer has a safe space to discuss any concerns they have, outside of the support provided by the People Team